

****Template Example: RTA Application Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Specific Service/Permit]

I am writing to formally request [specific service/permit] from the Roads and Transport Authority (RTA).

[Briefly explain your reason for the application and any relevant details. Describe any specific needs and supporting information].

I have attached [list any documents you are enclosing, such as identification, prior correspondence, or application forms] for your reference.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]